


Memorandum

Date: 19 July 2016
To: Budget and Finance Committee
From: Keith Dalton, Town Manager 
Cc: Town Council
Subject: 20 July 2016 Committee Meeting

Please find attached:

- Section 2-6 of the Berryville Code

The Town Treasurer will be in attendance to review these items with the Committee.

**BERRYVILLE TOWN COUNCIL
BUDGET AND FINANCE COMMITTEE
MEETING AGENDA**

**Berryville-Clarke County Government Center
101 Chalmers Court, Second Floor
Conference Room C**

**Called Meeting
Wednesday, July 20, 2016
10:00 a.m.**

1. **Call to Order** – Erecka Gibson, Chair
2. **Discussion** – Mapping of the Town's accounting systems and internal controls
3. **Discussion** – Section 2-6 of the Code of Berryville – Signing of checks on town funds
4. **Other**
5. **Adjourn**

Sec. 2-6. - Signing of checks on town funds.

Checks for duly authorized disbursements of town funds shall be signed by either the town treasurer or town manager and, except for payroll checks, cosigned by either the mayor or recorder.

(Code 1971, § 2-4; Ord. of 7-11-06(1))